

**MINUTES  
SPECIAL MEETING  
UTILITY SERVICE BOARD  
MARCH 29, 2004**

A Special Meeting of the Utility Service Board of the City of Jasper, Indiana, was held in the Mayor's conference room in City Hall in Jasper at 1:00 PM on Monday, March 29, 2004.

The meeting was called to order at 1:00 PM by Chairman Ken Sendelweck who presided.

**UPON CALL OF THE ROLL, THE FOLLOWING WERE PRESENT:**

Ken Sendelweck – Chairman  
Greg A. Krodel – Vice Chairman  
Edward J. Kreilein – Secretary  
Michael A. Schwenk – Electric Commissioner  
Jeffrey S. Theising – Water Commissioner  
Dennis L. Hasenour – Gas Commissioner

**ALSO PRESENT:**

Jerry Schitter – Electric Distribution Manager  
Windell Toby – Electric Generation Manager  
Thomas A. Lents – Wastewater Manager  
Kenneth R. Schultz – Business Manager  
Sandy Hemmerlein – City Attorney

**ABSENT:**

Mike Harder – Wastewater Commissioner  
Michael A. Oeding – Gas & Water Manager

**PLEDGE OF ALLEGIANCE** (B-12)

Chairman Sendelweck led the Pledge of Allegiance.

**PURPOSE OF THE SPECIAL MEETING** (B-15)

Chairman Sendelweck stated the purpose of the special meeting was to approve the Certificate of Substantial Completion for Phase 1 of the Building Addition Project for the Electric Distribution Department.

**CERTIFICATE OF SUBSTANTIAL COMPLETION – PHASE 1 – BUILDING ADDITION – ELECTRIC DISTRIBUTION** (B-21)

Jerry Schitter presented a Certificate of Substantial Completion for Phase 1 of the Building Addition Project for approval. He explained it was for the construction of a line warehouse.

Schitter said that last week he went through the building, along with Don Hurst of Commonwealth, and Tom Kiefer of Jasper Lumber, to make sure it was ready for them to take over the building. They have 2 weeks to move out of the other building so Phase 2 can begin.

Schitter said there is still a punch list that needs to be completed, but the insurance is in line for the Electric Distribution Department to take over the new building.

Mike Schwenk made a motion to approve the Certificate of Substantial Completion for Phase 1 as presented. Jeff Theising seconded the motion. Motion approved, 6-0.

### **PAD MOUNT 3-PHASE TRANSFORMER AGREEMENT** (B-72)

Jerry Schitter reminded the Board of the Pad Mount 3-Phase Transformer Agreement with IMPA and IMEA that was approved 3 years ago. Schitter explained the agreement will expire at the end of March and he presented a new agreement for renewal.

Schitter said that according to Jim Reuber the agreement has been useful.

Schitter said that transformer prices are good right now. The low proposal was from ABB, which is the brand his department has been using. Schitter explained we don't have to purchase anything under the agreement, and if we find them cheaper, we can buy them on our own. Having the agreement helps shorten the delivery time from 12-14 weeks to 6-8 weeks, and there is better buying power with the group. There is no fee for entering the program.

Schitter explained they don't enter into a single-phase agreement because they can find better prices on their own.

Dennis Hasenour made a motion to approve the Pad Mount 3-Phase Transformer Agreement with IMPA and IMEA as presented. Ed Kreilein seconded the motion. Motion approved, 6-0.

### **DIVISION A – UV SYSTEM IMPROVEMENTS PROJECT – WASTEWATER** (B-192)

Ken Schultz explained the Certificate of Substantial Completion for Division A - UV System Improvements Project is on its way from Deig Brothers.

There are 2 punch list items; the as-built drawings, and a few spare gaskets we are still waiting for.

Schultz explained that by approving the Certificate of Substantial Completion, he could proceed with releasing the retainage funds and getting everything finished for the April Board meeting.

Ed Kreilein made a motion to approve the Certificate of Substantial Completion for Division A - UV System Improvements Project, contingent upon receiving the certificate from Deig Brothers, and upon receiving the as-built drawings and the gaskets before the next meeting. Mike Schwenk seconded the motion. Motion approved, 6-0.

**APPROVAL TO REPLACE EMPLOYEE – ELECTRIC GENERATION** (B-228)

Windell Toby reported that Mark Recker is resigning as of April 6<sup>th</sup>, and he asked for approval to begin the hiring process to replace him.

The job will also be posted internally.

Mike Schwenk made a motion to allow Windell Toby to proceed with the hiring process for a replacement. Ed Kreilein seconded the motion. Motion approved, 6-0.

**EMPLOYEES LEAVING – ELECTRIC DISTRIBUTION** (B-263)

Jerry Schitter reported that 2 weeks ago Bob Falls resigned, and as of this past Friday, Gary Moffitt resigned as well. Schitter said he will have another employee retiring in July.

Schitter said he is working with Charlie Schneider on possibly restructuring his department, and he will present it to the Board at a future meeting.

**RESULTS OF QUOTE OPENING – SKID STEER LOADER – WASTEWATER** (B-287)

Tom Lents reported that the quote from Hopf Equipment for \$7,350.00 was the only quote for the skid steer loader. He said it met all of the specifications, and asked for Board approval to proceed with ordering the loader.

Greg Krodel made a motion to approve the quote for the skid steer loader from Hopf Equipment for \$7,350.00. Jeff Theising seconded the motion. Motion approved, 6-0.

There being no further business to come before the Board, the meeting was adjourned at 1:20 PM upon motion by Dennis Hasenour and second by Jeff Theising.

Attest: \_\_\_\_\_  
Secretary

\_\_\_\_\_  
Chairman